Inside SAIS

This Issue

FY 2006 Requirements Changes – Overview Workshops

The SAIS–Student Details team will be hosting FY 2006 SAIS-Student Details Requirements Overview Workshops. Theses workshops will be presented by the SAIS-Student Details Business Analysts, who will disseminate specific business requirements pertaining to FY 2006 changes.

It is recommended that all SAIS SMS Vendors be present at one of these workshops. *Note that there is no need to attend more than one of these sessions.*

Seating is limited at these events, and the method of registration has changed.

Registration for these events can be done online by selecting the event on a specific date at: http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp

Registration can also be accomplished by selecting all events of the SAIS – Student Details division at:
http://www.ade.az.gov/onlineregistration/

The first of these workshops will be held on Friday, April 8, 2005 in Phoenix, AZ. *Please note that parking is limited at this site. All workshop attendees must park east or south of the church at Central Ave. and Palm Lane.*

Date/Time:
    Friday, April 8, 2005
    9:00am – 1:00pm

Meeting Location:
    2005 N. Central Ave.
    1st Floor Conference Room
    Phoenix, AZ 85007

Additional Workshop dates:
    Friday, April 29, 2005 – Flagstaff
    Friday, May 6, 2005 - Tucson

Exact times TBD, but are currently scheduled to be held from 9:00am until 1:00pm. Additional dates could be added if necessary.

Preliminary FY 2006 Requirements Posted

The preliminary set of SAIS FY06 requirements has been placed on the SAIS web page for your review and feedback. Please visit the web page at: http://www.ade.az.gov/sais/saisdbdocs.asp . Requirements documents contain changes consistent with the announcement of "SAIS 2005 - 2006 Changes" released earlier this year. These FY06 requirements will continue to be refined through the upcoming weeks and should not yet be considered 'final' versions. For this reason, the 'track changes' feature of Word has been turned on so that readers can readily locate changes made.

Note that the format of some of the requirements is different than versions from previous years. MIS - Student Details is in the process of streamlining its documentation efforts. The revised presentation of rules is intended to achieve the following:

- Provide a means to quickly identify, at the rule level, the date a rule has changed.

- Uniquely identify a rule with a 'business rule identifier' to introduce traceability through the systems development process.

- Incorporate the unique rule identifier to improve communications when requests for clarification are submitted.

At this time, MIS is publishing the requirements in Word only until such time as they can be finalized. Feel free to use the "edit / find" function in Word to locate rule changes by publication date. FY05 versions of SAIS requirements will be retained in parallel with the FY06 requirements to provide comparisons and backup.

Thank you in advance for working with ADE as we transition into a more streamlined documentation process.

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Month End Aggregation

To accommodate the last aggregation of the month, users will not be able to upload files into the SAIS Student Details SDDI system as of 5:00 pm on the last ADE Business day of each month.

All files successfully uploaded prior to this time will be processed. Once Integrity and Aggregation are complete, the system will once again be set to allow uploads.

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KG Assessments - *Workaround*

For this year, even though KG students only take the oral test, LEAs STILL need to submit all 3 SELP assessment transactions to SAIS. LEAs can use the Oral Scaled Score for all three assessments or a score of '998' (did not attempt). SAIS will fail the student if they only submit the Oral assessment.

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ELL Assessment - *Workaround*

There is a workaround if your vendor cannot handle uploading an FY 2004 assessment in the current FY 2005. This may be necessary to make your current FY 2005 ELL program participation valid. Accomplishing this task can be done via the Needs Online application. Here are the steps needed to accomplish this workaround.

1. Request Needs Online permissions through School Finance. The Needs Online request form can be found at http://www.ade.az.gov/schoolfinance/Forms/Default.asp . The request should include the fiscal year, process needed, and the name of the district or charter holder.

2. You will be notified once Needs Online access is granted. The Needs Online application may be accessed via the Common Logon.

3. Enter needed assessment transactions per student in FY 2004.

4. When the transaction(s) are completed via Needs Online, inform School Finance completed via email by contacting Dolores Gerritse at dgerrit@ade.az.gov for FY 2005 Integrity processing.

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ELL Assessment Integrity

All FY 2005 ELL Integrity validations have been fully implemented. These encompass the new Assessment validations that check for a valid assessment in the current or previous fiscal year for an ELL participation.

Please check your Integrity Status reports and ELL Integrity status page through Common Logon. Some assessment valida-

tions to be mindful of:

- ELL program participation can be valid with an assessment administered at any public or charter school within the State either during the current or the previous fiscal year.

- The most recent assessment(s) must demonstrate that the student is in need of language program instruction.

- The assessment date associated with the ELL assessment result must be the same as or earlier than the ELL program participation start date.

The full list of ELL Assessment validations can be found within the Integrity Checking Processes document at: http://www.ade.az.gov/sais/integrity/IntegrityCheckingProcesses.doc .

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ELL Assessment Report SDELL72

Purpose:

The purpose of the SdELL72 report is to permit schools and charters to monitor and correct ELL assessments entered into SAIS via the SDDI upload, or Needs Online. It is an online, real time report that can be requested on demand by schools or charter sites. The report contains assessment information at the student detail level.

Contents:

SdELL72 will return information for all students whose assessments have been populated in SAIS for the fiscal year and school or charter site identified at Common Logon. Results will be segregated by Integrity status; i.e. Not Run, Failed, Passed.

Below is a screenshot of a mockup sample report taken from the SAIS test environment. It contains dummied up data, but is provided to demonstrate the layout of the SdELL72. Standard headers are provided on the report such as the name of the report, print date, page number, school CTDS, school name.

Each student's assessments will be returned containing data elements as follows:

1. SAIS ID
2. Last Name
3. First Name
4. Gender
5. Track (populated from the corresponding membership in the requesting school)
6. Grade (populated from the corresponding membership in the requesting school)
7. Assessment type (may contain values for SELP assessments, or assessment methodologies used in previous years as appropriate)
8. Assessment Date (date may fall in FY04 or FY05)

9. Assessment Score (may be "N/A" if old assessment methodologies used)

10. Proficiency Level (Placeholder for FY06 and beyond)

11. Total Composite Scaled Score (Placeholder for FY06 and beyond)

12. Assessment Result (may be "N/A" if SELP assessment methodology used)

13. Codes (legend of possible codes provided on last page of report)

The 'Codes' column has been included in the report to identify certain scenarios existing on the SAIS database that are relevant to the ELL assessment information and are checked during Integrity. The scenarios which will be flagged are:

1. Code 1 indicates where the named student has been assessed at a different LEA this fiscal year.

2. Code 2 indicates where the named student has been assessed at a different LEA last fiscal year.

3. Code 3 indicates a named student having an assessment result of "Reclassified FEP", but no previous assessment identifies the student as having an ELL status.

4. Code 4 indicates where a student with an assessment result of FEP had previously achieved FEP status and may be double-counted on reports such as the ELLS10-A which count students reclassified.

5. Code 5 will flag students who have no corresponding language participation in the requesting school / charter site. These scenarios could have a funding impact that is not beneficial to the requesting school / charter site if the assessment result is ELL.

Because SAIS allows assessments from FY04 to be populated in SAIS during FY05, SdELL72 report results may contain assessments with an assessment date falling in the 2003 – 2004 academic year. However, FY04 assessment which were submitted to SAIS during the 2003 – 2004 academic year; i.e. in a file with an FY04 file header; will be returned on the SdELL72 report results only when the report is requested with an FY04 logon.

SdELL72

Arizona Department Of Education

ELL Assessment Report

Page: 1

Print Date: 03/17/2005 14:10:08

Requesting District ID:

Requesting District Name:

School CTDS:

School Name:

Integrity Result

Passed

Public SAIS ID	Last Name	First Name	Gender	Track	Grade	Assessment Type	Assessment Date	Assessment Score	Proficiency Level	Total Composite Scaled Score	Assessment Result	Codes
21278419	SRE10065	SRE10065	M	1	4	(LAS)	06/30/2004	777	N/A	N/A	New English Language Learner	N/A
21278068	SRE10066	SRE10066	M	1	4	Oral	07/01/2004	777	N/A	N/A	New English Language Learner	N/A
21277870	SRE10067	SRE10067	M	1	4	Reading	07/01/2004	777	N/A	N/A	New English Language Learner	N/A
21278150	SRE10068	SRE10068	M	1	4	Oral	07/01/2004	777	N/A	N/A	New English Language Learner	5
21278150	SRE10068	SRE10068	M	1	4	Reading	07/01/2004	777	N/A	N/A	New English Language Learner	5
	SRE10069	SRE10069				Oral	07/01/2004		N/A		New English Language Learner	
21278365	SRE10069	SRE10069	M	1	4	Writing	07/01/2004	777	N/A	N/A	New English Language Learner	N/A
21278006	SRE10070	SRE10070	M	1	4	Oral	07/01/2004	777	N/A	N/A	New English Language Learner	N/A
21278006	SRE10070	SRE10070	M	1	4	Reading	07/01/2004	777	N/A	N/A	New English Language Learner	N/A
21278006	SRE10070	SRE10070	M	1	4	Writing	07/01/2004	777	N/A	N/A	New English Language Learner	N/A
21281891	SRE20007	SRE20007	M	1	4	Oral	10/19/2004	573	N/A	N/A	Continuing ELL	N/A
21281891	SRE20007	SRE20007	M	1	4	Reading	10/19/2004	573	N/A	N/A	Reclassified Fluent English Proficient	N/A
21281907	SRE20008	SRE20008	M	1	4	Oral	10/19/2004	453	N/A	N/A	Continuing ELL	N/A
Totals:	83											

Notes:

1 Assessed at a different LEA this fiscal year.
2 Assessed at a different LEA last fiscal year.
3 No assessment result supporting "Reclassified FEP" status.
4 Previously achieved FEP
5 Language Program not associated with student

Immigrant and Refugee Needs (Update)

Immigrant and Refugee needs data is to be collected in SAIS in FY 2005.

In the February edition of *Inside SAIS*, it was noted that Immigrant was to be collected via SAIS ad Refugee via a Form Builder application. This information was not fully accurate. **Both Immigrant and Refugee should be submitted via SAIS.** The following article has been updated:

For the Immigrant Support Program, Immigrant is defined in NCLB Section 3301 of Title III as:

IMMIGRANT CHILDREN AND YOUTH: The term immigrant children and youth means individuals who:

- are aged 3 through 21;
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than 3 full academic years."

Refugee will be collected via SAIS (in addition to a Form Builder application). Training will be provided to district staff in the near future relating to the submission of Refugee data into SAIS.

Refugee definition: The Immigration and Nationality Act Sec. 101.[8U.S.C.1101(42)] defines a "refugee" as any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.

Academic Achievement Department contact lists, including contacts for Immigrant and Refugee, are available at:

http://www.ade.az.gov/asd/contacts/aad_specialists.asp

(Note that Frank Migali is now in charge of Refugee).

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Index for *Inside SAIS* Articles

Have you ever had that feeling that you thought an article was published on a certain topic in *Inside SAIS*, but you cannot recall for sure? Have you struggled to find which exact edition of *Inside SAIS* a certain article or topic was published? Does it take too much time to open every archived edition to find what you are looking for?

Well, the MIS-SAIS team has some great news! An *Index to Inside SAIS Articles* document has been posted on the ADE / SAIS website. The goal of this document is to help readers more easily locate specific topics or articles published in *Inside SAIS* by key word(s).

The Index can be found within the Archived *Inside SAIS* newsletters section.

- SAIS Webpage (current *Inside SAIS*):
  http://www.ade.az.gov/sais/
- Archived *Inside SAIS* newsletters:
  http://www.ade.az.gov/sais/newsletters/
- Index to *Inside SAIS* Articles document:
  http://www.ade.az.gov/sais/newsletters/index-linked.pdf

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IDEA and NCLB FAQs

The House and Education Workforce Committee has posted two documents, Frequently Asked Questions about the Individuals with Disabilities Education Act (IDEA) and Frequently Asked Questions about No Child Left Behind (NCLB). Both documents, which are dated February 17, 2005, can be downloaded by going to the Committee's homepage at:

http://edworkforce.house.gov/.

Please note that these documents are not official interpretations of the law. That responsibility still resides at the Department of Education.

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Annual Special Education Data Collection Workshops

All Public Education Agencies (PEAs) will be expected to file their Annual Special Education Data Collection electronically, utilizing the Common Logon to access the online application. The Annual Special Education Data Collection online application for the 2004-2005 school year will be available after April 1, 2005. **NOTE:** If there are no students that qualify for inclu-

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Please take advantage of these helpful links:

SAIS on the Web at http://www.ade.az.gov/sais/

MIS Bulletin Board: http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx

SAIS-Related Issues: http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx

SAIS Codes Values are at http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc

sion on this application, you will still need to alert ADE/ESS Data Management in writing.

Training on the use of this application will be offered in collaboration with the Regional Training Centers (RTCs) in the spring of 2005. Attendance at these trainings is strongly encouraged. Peggy Staples will be conducting two separate workshops on this Annual Special Education Data Collection. The morning workshops are primarily for brand new users of the online web-based application used to collect special education related data (approximately 3-4 hours in length). This workshop will address the business rules applicable to this data collection as well as a complete walk-through of the web-based application. The afternoon workshops will be a shorter condensed version for those that are familiar with the application and the collection of special education data (approximately 1.5 – 2 hours in length). This workshop will include a brief review of the data collection as well as any changes incorporated in this year's data collection.

Registration is required and the cost is FREE. To register, please go to the ADE Online Registration at: http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp.

Feel free to email any questions you may have to Peggy Staples at pstaple@ade.az.gov or Rainey Hulet at rhulet@ade.az.gov.

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AG's Opinion Published

The Attorney General's opinion on AIMS for special education students can be found at:

http://www.azag.gov/opinions/2005.html.

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Most Common Integrity Errors for FY 2005 *(as of 3/21/2005)*

1) –44401; Student must have an Assessment within the current or past fiscal year of the language program start date.

2) –44402; Most recent Assessment did not show student to be ELL.

3) –43701; FTE assignment is missing for all or part of this membership.

4) –44104; Absence amount exceeds FTE amount.

5) –44103; Student may have only a partial absence on first day of membership or withdrawal day.

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SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to InsideSAIS@ade.az.gov

Congratulations to the following who recently received a SAIS Appreciation Award!

Desiree Holloway, *Chino Valley Unified School District*

Alma Garcia, *Elfrida Elementary School*

Eric Michael, *Fowler Elementary District*

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The First Robin of Spring

Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for *Inside SAIS* and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of *Inside SAIS* are available for reference on the ADE web site at http://www.ade.az.gov/sais/